

**TITLE, SERIES, GRADE:** Deputy Assistant Attorney General, Office of the Assistant Attorney General, Criminal Division, ES-905

**PAY RANGE:** \$111,676 to \$154,600\*

\*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules.

**PROMOTION POTENTIAL (IF ANY):** None

**VACANCY ANNOUNCEMENT NUMBER:** 07-CRM-SES-06

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** June 27, 2007

**CLOSING DATE:** July 27, 2007

**DUTY LOCATION:** Office of the Assistant Attorney General, Criminal Division, Washington, D.C.

**NUMBER OF VACANCIES:** 1 Position

**JOB SUMMARY:** The incumbent of this position is one of five Deputy Assistant Attorneys General in the Criminal Division, and is on the immediate staff of the Assistant Attorney General in charge of the Division. The incumbent manages and supervises the affairs and business of the Criminal Division under the direction of the Assistant Attorney General. The incumbent also acts as consultant and advisor on those questions of major policy and matters that require the personal attention of the Assistant Attorney General. He/she is responsible for the direct supervision of assigned Division components. Currently, the incumbent is responsible for supervising the Asset Forfeiture and Money Laundering Section and the Narcotic and Dangerous Drug Section. Incumbent also supervises the senior managers of the Justice Sector Reform Program of Plan Colombia and the Senior Federal Prosecutors Program in Afghanistan.

**MAJOR DUTIES:** The Deputy Assistant Attorney General provides leadership and strategic vision in the management of assigned organizations and programs. Duties include:

- Leading the Division's efforts toward reaching the strategic goals of the Assistant Attorney General and the Attorney General to ensure outcomes that support the Department's strategic plan.
- Helping lead and participating in partnerships with Colombia, Mexico, Afghanistan, and other relevant countries to develop and strengthen their abilities and their coordination with U.S. efforts targeting narcotics trafficking and narco-terrorism, as well as terrorist-financing and drug-related money laundering and asset forfeiture. Coordinating these efforts with members of the Criminal Division, U.S. Attorneys' Offices, federal law enforcement agencies, OCDETF, and the interagency community (through participation in several PCCs and interagency program reviews.)
- Facilitating and monitoring investigations and prosecutions of international narcotics trafficking and narco-terrorist groups, to include reducing money laundering activities and enforcing asset forfeiture regimes. Ensuring that international narcotics trafficking prosecutions and investigations are targeted against those organizations having the greatest negative impact in the U.S. Working to improve the return of fugitives to justice

charged with violations of U.S. criminal law. Ensuring that these matters, when appropriate, are coordinated with State Department, National Security Council.

- Ensuring the smooth and effective coordination of major, multi-jurisdictional investigations against narcotics trafficking and money laundering organizations through attorney participation at the Special Operations Division (including special project areas) and the work of the NDDS wire-tap team. Ensuring that these investigations are worked through OCDETF when applicable. Continuing the project of training federal prosecutors and agents, to include the Criminal Division and Headquarters agents, in financial investigations and asset forfeiture techniques. Working to resolve inter-district and agency disputes, upon request, in narcotics and money laundering areas.
- Drafting, reviewing, and/or commenting on proposed legislation, policy and guidelines amendments, testimony, GAO studies, and project/initiative descriptions in areas of terrorist financing, narcotics enforcement, money laundering, and asset forfeiture. Reviewing agendas, presentations, and materials for training and conferences on the same topic areas

### **MANDATORY QUALIFICATIONS:**

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

### **Professional/Technical Requirements:**

- 1) Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing the work product of attorneys and prosecutors;
- 2) Familiarity with Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities relating to narcotics trafficking and narco-terrorism, terrorist financing and drug-related money laundering and asset forfeiture;
- 3) Ability to establish and maintain harmonious relationships with the public, members of Congress, Federal officials and foreign partners;
- 4) Significant experience dealing with complex legal and policy issues;
- 5) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas; and

- 6) Ability to serve as a spokesperson for one's organization.

**Specialized Education:**

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**EVALUATION:**

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

**Executive/Managerial Requirements:**

**ECQ 1 - LEADING CHANGE.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**ECQ 2 - LEADING PEOPLE.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

**ECQ 3 - RESULTS DRIVEN.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**ECQ 4 - BUSINESS ACUMEN.** This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

**ECQ 5 - BUILDING COALITIONS/ COMMUNICATION:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

**OTHER INFORMATION:**

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

**HOW TO APPLY:**

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

**Preference is to receive an application via e-mail at [SES.CRMJOBS@USDOJ.GOV](mailto:SES.CRMJOBS@USDOJ.GOV) or faxed to (202) 353-0775. Applications must be received by the closing date to receive consideration.**

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division  
McPherson Square, P.O. Box 27599  
Attn: Tracy Melton  
Human Resources Management Staff,  
Bond Building, Suite 5000  
Washington, DC 20038

**CONTACT:** Tracy Melton or Theresa Morgan

**CONTACT PHONE:** 202-514-2811

**E-MAIL:** [SES.CRMJOBS@USDOJ.GOV](mailto:SES.CRMJOBS@USDOJ.GOV)

**FAX:** 202-353-0775

**TDD:** 202-305-2918